

**Position Announcement**  
**Public Health Program Director 3**  
**Tennessee Department of Health**  
**Division of Family Health and Wellness**

**Organization:** Tennessee Department of Health, Division of Family Health and Wellness, Chronic Disease Prevention & Health Promotion

**Class Title:** Public Health Program Director 3 (Executive Service)

**Job Type:** Full Time

**Job Location:** Nashville, TN

The Division of Family Health and Wellness oversees the Department's initiatives related to Chronic Disease Prevention and Health Promotion, Early Childhood, Maternal and Newborn Health, Injury Prevention and Detection, Supplemental Nutrition, and Children with Special Health Care Needs. This position is housed within the Chronic Disease Prevention and Health Promotion section and will work closely with the Chronic Disease Director, the 1815 Team, Preventive Health & Health Services Block Grant, and the 1801 School Health grant. This position will have primary oversight of two key areas in the Chronic Disease Prevention and Health Promotion section. The Preventive Health and Health Services Block Grant and the Chronic Disease Prevention and School Health (1815 and 1801) grants, which are both federally funded through the Centers for Disease Control and Prevention (CDC). This position will serve as the statewide coordinator for Health Promotion, which includes the role of the Preventive Health Block Grant Coordinator. This position will also provide leadership and supervision to program staff on the 1815 and 1801 grants.

**Responsibilities include:**

- Supervise completion of the Preventive Health and Health Services Block Grant and implementation of the Work Plan (which supports several Central Office staff and numerous health promotion/health education staff in local/regional health departments). Specific duties include facilitating the operationalization of the grant work plan, convening the Preventive Health Advisory Committee, writing the work plan, holding an annual public hearing, writing annual progress reports and preparing and submitting all contract deliverables required by CDC.
- Coordinate health promotion efforts within local health departments. Provide technical assistance to counties and regions on specific program topics (such as tobacco and physical activity). Oversee development, execution, and monitoring of health promotion contracts with local/regional health departments. Host statewide Health Promotion quarterly calls, working closely with the regional Health Promotion Directors and Public Health Educators across the state to implement primary prevention activities related to chronic disease prevention and health promotion.
- Oversee operation of the Chronic Disease Prevention and School Health Program (1815 and 1801 grants). This involves supervising three program staff who also oversees staff. This team implements the 1815 and 1801 work plans, which covers the 4 CDC Domains including school health, obesity prevention, diabetes prevention, heart disease and stroke prevention and community- clinical linkages. The PD 3 will also oversee the development, execution, and monitoring of contracts to community partners across the state to implement primary prevention strategies to reduce the burden of chronic disease in Tennessee. The position will

direct development and implementation of the Centers for Disease Control (CDC) Chronic Disease work plans throughout the state and be responsible for annual progress reporting and performance measure outcomes. The position will oversee complex grant budgets and ensure appropriate expenditure of federal funding.

- Supervision of three program staff includes developing Individual Performance Plans (IPP), managing the Performance Evaluation process, and approving time and labor in Edison, as well as providing daily performance coaching to assigned employees.

**Criteria:**

**Education and Experience:** There is no formal job description for this classification. The job title is EXECUTIVE SERVICE and serves at the pleasure of the appointing authority of the department in which the position is located.

<http://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&classSpecID=101090&viewOnly=yes>

However, the following criteria are *highly desired*:

- **Education and Experience:** Graduation from an accredited college or university with a bachelor's or master's degree in Public Health, Health Education, Health Sciences, Community Health or related degree fields; and experience equivalent to substantial (five or more years of) full-time increasingly responsible professional health program work including, at least, two years of full-time supervisory work. Other graduate coursework and years of qualifying professional experience will be considered on a year-to-year bases.

Interested applicants should submit their resume to Charlotte Woods, [charlotte.woods@tn.gov](mailto:charlotte.woods@tn.gov)

**Reminder: This job posting is open until filled so interested applicants should apply as soon as possible.**

***The State of Tennessee is an equal opportunity, equal access, affirmative action employer.***